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12 March 1951

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MEMORANDUM FOR: CHIEF, ADMINISTRATIVE SERVICES

SUBJECT: Administrative Reports Required from OSO Field Stations

1. In order to provide OSO Field Stations with a comprehensive listing of all periodic administrative reports which they are required to submit to Headquarters on a periodic basis, it is requested that you advise this office, of all such reports required by the Administrative Services.

2. It would be appreciated if this information were received by 26 March 1951.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

[Redacted Signature]

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Chief, Administrative Staff

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